Q&A Session
SAIS 2 Innovation Fund
2nd Call for Proposals - Applicant Webinar

Question	Answer(s)
Do I need to have a Foreign Partner in Window 3?	Yes, the Consortium must consist of at least two entities from two SADC member states. This is required for all windows. The Consortium can also include an additional partner outside of SADC as long as the minimum two partners from SADC requirement is fulfilled.
I want to submit a concept on scaling up appropriate solar technology to rural people.	Please note that the concepts that can be submitted to the innovation fund are sector agnostic - so they can be submitted from any sector. For all the requirements that are required for submission to the innovation fund, please refer to the innovation fund manual on the SAIS website.
Will these presentations be available after also?	Yes, we will provide the presentations to all the attendees after the webinar is over.
Although the program requires collaboration with an organization in a SADC country,is it possible to still be considered if you have a consortium of various partners within the same country?	Please note that the Consortium must consist of at least two entities from two SADC member states. It is allowed to have additional partners once the minimum criteria is fulfilled.
I want to find out if a proposal focusing on developing a prototype for a product for future commercial purposes is acceptable?	SAIS 2 provides grants to projects that seek to pilot, demonstrate and replicate new or improved concepts and prototypes with the users at the market before rolling them out as products, services or processes. For early-stage projects, the product/service/process model should at least exist as a concept or prototype already and should be intended for use in at least one SAIS 2 Partner Country where the proof of-concept is sought. Information on the proposed concept or prototype must be available.
Are the 2 entities a must? And can the entities be from one country or they have to be from 2 different SADC Countries?	Yes, the Consortium is required to consist of at least two entities from two SADC member states (Angola, Botswana, Democratic Republic of Congo (DRC), Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, United Republic of Tanzania, Zambia and Zimbabwe). One of these two is the Project coordinator, which must be from a SAIS 2 implementing country.
Can we have an in country proposal or we need to work with other countries on a programme?	Please note that the Consortium is required to consist of at least two entities from minimum two SADC member states, of which one (Project Coordinator) must be from SAIS 2 partner country (i.e. Botswana, Namibia, South Africa, Tanzania or Zambia.
Could you please say more on the capacity building that SAIS offers to compliment the grant - particularly Market entry and access to finance?	SAIS 2 aims to strengthen the capacity of new businesses in the five SAIS 2 economies through investing in innovation support organisations' ability to support their ecosystem and clients (entrepreneurs). Thus, the SAIS 2 Innovation Fund grants are complemented with capacity building programs (PSP – Proactive Support Programme) offered to participants of the Project consortiums. The costs of participation by the Project members to the PSPs should be included in the Project Budget (in the Full Proposal phase) as instructed in the Innovation Fund Manual p. 43-44.
We have a start up, and we have agreed with one government institution in my country and another government institution from another SADC country, which window can we apply for?	Please note that the window that you apply to is up to you to decide - this will depend on your project concept and how it fits to the individual Windows as per the guidelines provided in the SAIS 2 Innovation Fund Manual on the SAIS 2 website.
For clarification : two (partners) in addition to the SADC country you are applying from or two (partners) including the one you are applying from?	The Consortium must consist of minimum two entities from minimum two SADC member countries, i.e. minimum one partner in addition to the Project Coordinator (which must be from SAIS 2 partner country).
We are in Namibia and are exploring a partnership in Zambia - they are still getting their legal status, but should have it by April. Would this prohibit us from being eligible?	Please note that at the Concept Note application stage you can submit letters of cooperation stating that the partners have agreed to partner on the proposed project. However, if your project makes it to the full proposal stage you will be required to show full partner agreements.
Can SAIS provide contacts for Innovation Institution in the research on Health and Herbal sector?	SAIS has focal points in all our partner countries and they are available to assist you with connecting you to relevant players in your chosen sector. See the SAIS website for more details on our Focal Points in the SAIS partner countries (Botswana, Namibia, Zambia, Tanzania and South Africa.
What should I attach on the application as proof/evidence that I am in partnership with the certain entity or individual?	Please submit a Consortium Agreement (more information on this can be obtained from the Innovation Fund Manual p. 20) as proof of partnership with an entity. This is uploaded as part of Part 4 in the Concept Note application form in SmartME.
How do I then get other parties to be involved in my own project?	Please note that SAIS has Focal Point partners in each SAIS 2 partner country - they can help you get started with assisting you connections/partners that may be interested in the same project line you are in. The SAIS 2 partner countries are Botswana, Namibia, South Africa, Tanzania and Zambia, for more information please see the SAIS website.

I'm in South Africa and would not mind teaming up with any other innovator from any SADC region.	Please note that SAIS has Focal Point partners in each SAIS 2 partner country - they can help you get started with assisting you connections/partners that may be interested in the same project line you are in. The SAIS 2 partner countries are Botswana, Namibia, South Africa, Tanzania and Zambia, for more information please see the SAIS website.
I get the sense that it should already be an existing project which is not the case with my project. I am still in the design and development stage. I believe I understand the market very well and only need development time. Can you this provide support - I genuinely believe this is going to fly.	Please note that for early-stage projects, the product/service/process model should at least exist as a concept or prototype already and should be intended for use in at least one SAIS 2 Partner Country where the proof of-concept is sought. Information on the proposed concept or prototype must be available.
What is the approximate turnaround time for application processing?	Please find the tentative timeline in the Innovation Fund Manual. The Concept Note evaluation is expected to take place in February-March, and the Full Proposal submission in March-April. Contracting of successful grant recipients is expected to take place in May.
If we had received seed grant funding from NCRST for R&D are we still able to receive funding?	SAIS 2 can accept applications from activities already supported by other financiers and/or donors as long as the project proposed to be funded by SAIS 2 grant is complementary and do not overlap with existing activity.
Are the partners supposed to be in the same line of business?	Project Consortium must have the expertise and resources (personnel, equipment, finance) necessary to successfully carry out the proposed project and these should be convincingly integrated to form a coherent action. Selected partners may represent another sector or line of business than the Project Coordinator when assessed relevant to project implementation.
For a concept note, do we have to prepare a document of the concept note and upload it or will it be completed by just filling in the online form?	The concept note application has been structured in the online application portal SmartME. Simply fill in the information as stipulated within the application form and as instructed by the help text and descriptions provided within the form.
Is the 31st the deadline for submitting the concept note or the full proposal?	It is the deadline for submitting the concept note application.
I would like to apply for the funding but I am part of a University, can I still apply and be the project manager if I have the support of my University for the project.	Please note that SAIS 2 funding is available to organisations from the public and private sectors and civil society . Applicants must be enterprises, public bodies or non-profit organisations, i.e. they must be so-called legal persons (e.g.academia, research organisations, incubators, accelerators, hubs, labs and tech transfer offices, NGOs). Individual persons are not eligible to apply for a SAIS 2 grant.
Can we receive this slide deck via email?	Yes, we will provide the slide deck to the email addresses of all attendees.
Is the SAIS funding subjected to taxation?	VAT expenditure has to be recovered in the Project Member's country and cannot be claimed from the SAIS 2 PMO or the NCRST.
Is 1.6 Euros per feasible project or the total sum of all projects?	The total budget of the current second Call for Proposals 2018/2 is 1.4 million Euros. The total budgets for each call windows are: Window 1) EUR 230,000; Window 2) EUR 750,000; Window 3) EUR 420,000. The grant requested per project should be: Window 1) minimum of EUR 70,000 and a maximum of EUR 100,000, inclusive of Value Added Tax (VAT); Window 2) minimum of 180,000 EUR and maximum of 250,000 EUR, inclusive of VAT; Window 3) minimum of 100,000 EUR and maximum of 150,000 EUR inclusive of VAT.
Is the estimated total budget for both the first and second call?	The total budget of the Innovation Fund is 4.3 million Euros. The total budget of the current second Call for Proposals 2018/2 is 1.4 million Euros.
Looking at the beneficiaries, as a company one would not be able to apply and benefit? Only those institutions? What does a startup do then?	The target beneficiaries of the SAIS 2 Call for Proposals 2018/2 are Innovation Support Organisations. These are registered entities that provide services and assistance to entrepreneurs and other role-players operating in innovation ecosystems. A start up can participate through an innovation support organisation such as an incubator or accelerator programme, in essence an entity that provides support to enterprises.
Can we apply for both the second and third calls?	SAIS 2 is scheduled to have three Calls for Proposals during the implementation period. The first call already closed in 2018. The third Call for Proposals is planned to have a different focus than the first and second Calls for Proposals.
We are an NGO but work to scale SMEs by supporting them. Which call should we apply for?	The SAIS 2 PMO is not able to advise individual applicants on the technical content for Concept Note preparation. SAIS 2 PMO can provide administrative guidance that is not clear from the SAIS 2 innovation Fund manual and Call for Proposals Text. The Focal Points in each SAIS 2 partner country may be contacted for guidance. Please read the SAIS 2 Innovation Fund manual for further information.
What if i don't have a foreign partner? And i am in partnership with one of the local universities.	Please note the following - Each project consortium **must** consist of at least two impartial, registered legal entities from two SADC member states (Angola,Botswana, Democratic Republic of Congo (DRC), Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, United Republic of Tanzania, Zambia and Zimbabwe). One must be the Project Coordinator.
Does SAIS provide contacts of regional organisation that can offer support in the herbal sector?	SAIS 2 has Focal Points in each partner country (Botswana, Namibia, South Africa, Tanzania and Zambia). The Focal Points may be approached for advice on identifying partners. For contact details, please the SAIS 2 website.
How do I then get in touch with potential partners within the SADC region, my project is software development?	SAIS 2 has Focal Points in each partner country (Botswana, Namibia, South Africa, Tanzania and Zambia). The Focal Points may be approached for advice on identifying partners. For contact details, please see the SAIS 2 website.

Is there any format to follow regarding the concept note?	The concept note application has been structured in the online application portal SmartME. Simply fill in the information as stipulated within the application form and as instructed by the help text and descriptions provided within the form.
Is there a platform that SAIS can provide for identifying possible partners in the region?	SAIS 2 has Focal Points in each partner country (Botswana, Namibia, South Africa, Tanzania and Zambia). The Focal Points may be approached for advice on identifying partners. For contact details, please see the SAIS 2 website.
When filling in the Pre-registration on the Smart-Me platform, one note (on the form) says that the information on the pre registration form can be edited in the Concept Note phase but when pressing submit, there is a pop up message which states that the information in the pre-registration cannot be edited. Which one is correct? I still need to confirm partnerships so submitting without ability to edit would not be ideal	The information in the pre-registration form cannot be edited after submission. However, please note that the information provided in the pre-registration is not binding and not evaluated. Therefore, you are welcome to change this information when submitting your Concept Note, for example you can change the partnership information.
Is it possible to find/register your collaboration partner after the Concept note stage?	At the concept note stage, you would already have to have your partners in place (letters of cooperation or intention to cooperate between partners should be submitted at this stage). If your project makes it to the full proposal stage, you will have to show full partnership agreements as well as all supporting documentation of the legal viability of the partner.
How many project titles are allowed??	Different projects can be submitted to the three Call Windows by the same organisation. However, only one project concept will be rewarded if successful.
We registered before on Smart M & E and were invited to bid. However, we were asked to strengthen our monitoring and evaluation strategy. My question is do we start all over as if we did not bid before and register again - or are we being asked to edit the information submitted before - Africa Business Group and the Global African Agribusiness Accelerator Platform (www.gaaap.biz) is our initiative? Please advise . . .	Please note that you would need to fill out a new Concept Note form. The system for the first call is closed. You are free to use the information from your previous concept having taken into account the comments from the evaluation.
How do we invite partners to view the online application on the platform?	Please log into the SmartME and click on "My applications". Then click on "Manage partners" and "Add user". Note that only the Project Coordinator can invite users.
If I am applying as an employee of a University, will I be the project manager or its the University itself, and what type of registration document do I need to submit for a University?	The organisation, in this case university, would be the Project Coordinator. The signatory organisation nominates a designated individual to act as "Project Manager".
Can you advise who would own the IP on the project?	SAIS 2 will not be the owner of the intellectual property rights of the project. This needs to be agreed upon and managed by consortia members and should be clearly stipulated in the consortium agreements.
Will this section give brief insight if my project can qualify for SAIS funding, let's say I tell u in brief what project I wish to submit, can you tell me whether it qualifies or not, in this section.	The SAIS 2 PMO is not able to advise individual applicants on the technical content for Concept Note preparation. SAIS 2 PMO can provide administrative guidance that is not clear from the SAIS 2 innovation Fund manual and Call for Proposals Text. The Focal Points in each SAIS 2 partner country may be contacted for guidance. Please read the SAIS 2 Innovation Fund manual for further information.
Do we jointly have to fill in the form with the partner organization?	As the project coordinator you can fill in the application form individually with additional information from your partners, alternatively other partners from the same project can also be added to your application on the SmartME system and you can jointly complete the application. Please log into the SmartME and click on "My applications". Then click on "Manage partners" and "Add user". Please note that only the Project Coordinator is able to submit the project.
How can one invite an additional person on the system? Can I do so using the system?	Please log into the SmartME and click on "My applications". Then click on "Manage partners" and "Add user".
Page 13 of the manual indicates we have to include deployment strategy and complete work plan. With the limited characters on SmartME, is this required during the concept paper or its for the actual proposal?	Please take note of all the help text as well as the content descriptions in the concept note application form to fill in your application. This text will provide a guide for what information is required at each stage of the application process.
What supporting documents are required for the proof of collaboration?	The applicants are asked to upload a Consortium Agreement or Letter of Intention to form a Consortium as part of the Concept Note form. At the Full Proposal stage the Consortium Agreement is a requirement.
If you have already capitalized the project (in this case a digital platform), but ran out of resources to complete and validate the prototype on the market, does it mean one still needs to provide additional co-financing?	Co-financing is required for any project that applies for a SAIS 2 Innovation Fund grant. Co-financing is required as it shows commitment, ownership and risk-sharing from the project.
When the SADC partnership condition is met, is it allowed to have additional non-SADC partner in the consortium?	Yes. Please see the Innovation Fund Manual page 19: Participation outside SADC countries: SAIS 2 allows participation of entities from countries outside of SADC (such as from Finland) in projects, where such participation is of mutual interest and ensures the interoperability of products, services and applications. The participation is decided on a case-to-case basis. Participants from other countries are eligible to receive support from the SAIS 2 Innovation Fund Grant, but this may only amount to a maximum 10% of the entire grant amount provided for the project.
Can we shift the window while concept already submitted?	Please note that it is your responsibility to make sure that all the information has been entered and submitted to the best of your ability in accordance with the project implementation requirements and window eligibility requirements of the call. You will not be able to change any of the information that has been submitted.

Can we have an access to the slides which was just presented via our emails?	Yes, we will provide these slides to all the attendees.
I have a confirmed partner with a University in the UK, is this sufficient for an additional partner?	Please note that the Consortium must consist of at least two entities from minimum two SADC member states (Angola, Botswana, Democratic Republic of Congo (DRC), Lesotho, Madagascar, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, United Republic of Tanzania, Zambia and Zimbabwe). Of these two, one (Project Coordinator) must be from SAIS 2 partner country. In addition to this, the Consortium may include entities from countries outside of SADC, when such participation is of mutual interest and ensures the interoperability of products, services and applications. The participation is decided on a case-to-case basis. Participants from other countries are eligible to receive support from the SAIS 2 Innovation Fund Grant, but this may only amount to a maximum 10% of the entire grant amount provided for the project.
I missed out on how to submit a concept note on the system, any possibility for going through the process again please?	The Concept Note is submitted online using the SmartME system. Please find the link in the SAIS 2 website. You are first asked to register in the system by providing your name and email address. Please then submit the pre-registration form. After completing the pre-registration form, you may proceed to submitting your Concept Note.
Can organisations apply in more than one window and also reapply on the previous projects applied for?	Yes, an organisation can apply to more than one Call window. You are also able to reapply with previous projects you have applied with to the first call.
If I apply for lets say window 1 and SAIS 2 thinks I fit in window 2, can it be changed or my application will be dropped just because I applied to a wrong window?	Please note that it is your responsibility to make sure that all the information has been entered and submitted to the best of your ability in accordance with the project implementation requirements and window eligibility requirements of the call.
Assuming 20% matching contribution is required, is there any commercial viability required to secure the Return on Investment?	No, there is no such requirement.
Info given in the pre-registration i.e. title or partners, can change later while writing the concept ? We are still finalizing the SADC partners.	Yes, the information provided in the pre-registration may be changed while writing the concept note.
How did SAIS 2 get each of our respective details? Well, I'm talking from my own experience since I do not remember applying for SAIS 2 and it seems like development is not supported at all from the SAIS programme.	The invitation has been sent to everyone who has registered as applicant in the SAIS 2 Call for Proposals 2018/2. Based on the our online system you have registered as applicant and drafted the pre-registration form. Please inform us if this is not the case.
Is this a call for proposal for organizations that work with startups or is it for startups with ideas that they want to take to market?	The target applicants are Innovation Support Organisations. These are registered entities that provide services and assistance to entrepreneurs and other role-players operating in innovation ecosystems.
Is Consortium Agreement = Memorandum of Agreement/ Understanding?	At the concept note stage, the consortium agreement can be a memorandum of agreement or understanding between the partners. However, if your project makes it to the full proposal stage, you will be required to submit a full partnership agreement together with supporting documentation.
Can you advise who the owner of the Intellectual property rights would be? If SAIS funding is received, would you have rights or how does this work?	SAIS 2 will not be the owner of the intellectual property rights of the project. This needs to be agreed upon and managed by consortia members and stipulated in the consortium agreements.
Good presentation team. Is this support limited to specific sector or industry of business?	Please note that the SAIS 2 calls are all sector agnostic. You can apply to the call if your project falls in any sector.
I'm in Tanzania. Can I use my partner in Kenya?	Please note the Project Consortium applying for a grant from the SAIS 2 Innovation Fund must consist of at least two independent legal entities from two different SADC member states, of which only one can act as signatory to the grant agreement with the SAIS 2 Innovation Fund. The organisation signatory to the grant agreement with SAIS 2 Innovation Fund has to be a legal, registered entity in one of the five SAIS 2 partner countries, i.e. Botswana, Namibia, South Africa, Tanzania or Zambia. Participation outside SADC countries: SAIS 2 allows participation of entities from countries outside of SADC (such as from Finland) in projects, where such participation is of mutual interest and ensures the interoperability of products, services and applications. The participation is decided on a case-to-case basis. Participants from other countries are eligible to receive support from the SAIS 2 Innovation Fund Grant, but this may only amount to a maximum 10% of the entire grant amount provided for the project.
Are there specific sectors that you are targeting to participate in this call for proposal?	Please note that the SAIS 2 calls are all sector agnostic. You can apply to the call if your project falls in any sector.
If I apply for lets say window 1 and SAIS 2 thinks I fit in window 2, can it be changed or my application will be dropped just because I applied to a wrong window?	Please note that it is your responsibility to make sure that all the information has been entered and submitted to the best of your ability in accordance with the project implementation requirements and window eligibility requirements of the call.
Can we also get the webinar Q&A session sent to us?	Yes. The Q and A session together with the slide deck for the webinar will be sent to all webinar attendees.

Can you shed some more light on how to better link project/tech specific projects with the three themes (e.g. if the 'prototype' is a drought resistant wheat cultivar that is suited for growing in the SADC region, how can the project be positioned in terms of the three windows?	SAIS is technology agnostic so no preference is taken for one tech or another. Its up to evaluators to decide. In general we prefer to support start-ups which by definition are growth-oriented and use technologies (such as ICT) allowing rapid scaling of business. The call windows do not take stand on technology per se. Rather its about (i) what kind of product/service/process is put forward for validation and (ii) who are the beneficiaries. Therefore we do not generally focus on product development projects by one single enterprise unless the project clearly shows how it benefits number of aspiring/early-stage entrepreneurs already during the validation phase. In other words: SAIS would like to see a number of aspiring entrepreneurs/startups benefiting from the project that is being implemented by Innovation Support Organisation. By investing in one organisation we are expecting to see benefits cascading down to multiple organisations. Window 1 is looking for more "analytical" work i.e. Innovation Support Organisations introducing a new instrument or component in the ecosystem (see e.g. Universities, Industries and Government Co- Creation Platform or Developing Additive Manufacturing Ecosystem) for the support of entrepreneurship/aspiring entrepreneurs. Window 2 is about financing Innovation Support Organisations who support start-ups (good example is Developing EdTech Startups and EdTech Ecosystem) and are seeking to strengthen or expand their operations. Beneficiaries should include startups. Window 3 is looking Innovation Support Organisations who can assist entrepreneurs/start-ups either targeting their products/services to socially/economically excluded markets or are themselves coming from socially/economically excluded group of population. Beneficiaries should include aspiring entrepreneurs or startups. Good examples are projects such as Economic Inclusion Incubator and ITTHYNK.